



# CITY OF ATLANTA

## Job Announcement

### PROCUREMENT OFFICER, DEPARTMENTAL

**STARTING SALARY: \$33,845**

**Salary Grade: 15**

**Applications Accepted From: December 5, 2005 until December 16, 2005**

#### **Minimum Job Requirements**

Applicants for this position must have an Associate's degree in Business/Public Administration or related field and two years of progressively responsible professional warehousing and procurement experience. MARS G experience required. Equivalent combinations of training and experience will be determined under prescribed guidelines. All applicants hired must possess a valid state of Georgia I D and original Social Security Card.

#### **Duties of the Job**

This employee operates a departmental warehouse supply center procuring operating and maintenance supplies; equipment, and parts. Duties include, but are not limited to: supervising staff; directing activities; interfacing with vendors and suppliers; reviewing submitted purchase requisitions; ordering supplies; and contacting appropriate bureaus for inventory assessment and supply requirements; reviews vendor solicitation activities; orders and delivers materials from submitted purchase orders, petty cash, etc.; files receiving and purchasing reports and requests; effects data entry in computer system, receives, copies, transmits, and files purchase orders to confirm supply orders, receives and evaluates billing invoices and submits to accounts payable area for payment.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30303

Phone: (404) 330-6369

[www.atlantaga.gov](http://www.atlantaga.gov)

FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.

**The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.**

**The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.**